

Apollo Band Boosters

(Owensboro, KY)

Constitution and By-Laws

Constitution

Article I: Name

- 1. This organization shall be known as the Apollo Band Boosters.**
- 2. It shall be a non-profit organization as attached to the Daviess County School System.**

Article II: Purpose

1. Financial

Provide funds over and beyond the school system funding to cover the necessary expenses of the program. These funds are obtained through various fund raisers including but not limited to concession stand operations and a yearly fruit sale.

2. Physical

Provide support through chaperoning trips and events, helping with physical needs including fieldwork, making equipment, etc.

3. Mental

To help provide guidance to students while chaperoning or any time while with the organization.

4. Public

To help promote the band to the public by way of mouth, radio, newspaper or any other media found helpful.

Band Boosters Club members should strive to provide support in all the above mentioned areas in any and all activities where they are representing the booster club, never losing touch with their primary objective, which is to support their instrumental music program, so their children and others may grow through music.

By-Laws

Article I: Membership

This organization shall have one class of members. The members shall be the parents of students, students themselves participating in the organization activities and any person whose interest is to further the purpose of the organization.

Article II: Meetings

Section I

The second Tuesday of each month shall be the meeting night unless changed by the executive committee.

Section II

Special meetings may be called at the discretion of the executive committee or the band director.

Section III

The assembled members at a regular meeting of this association shall constitute a quorum.

Section IV

Order of Meetings:

- 1. Call to order**
- 2. Secretary's Report**
- 3. Treasurer's Report**
- 4. President's Report**
- 5. Band Director's Report**
- 6. Committee Chairman's Report**
- 7. New Business**
- 8. Adjournment**

Article III: Officers/Parent Representatives

Section I

- 1. The officers of this organization shall be president, vice-president, secretary, and treasurer. One parent representative will be elected from each class.**

2. An officer or parent representative must be a parent *or legal guardian* of a student of the band during his or her entire term of office.
3. Officers and parent representatives of this association shall serve for a term of one year but may be re-elected.
4. All officers and parent representatives shall deliver to their successors all official material within 30 days following elections. *Nominations shall be accepted at the March general Booster meeting. Ballots shall be presented in April and nominations from the floor will be accepted.*
5. Officers and parent representatives shall be elected at the April Meeting and assume new positions at the May awards banquet with the exception of the freshmen parent representative. The freshman parent representative will be nominated and elected at the July Band Booster's meeting following band camp.
6. A secret ballot method will be utilized to determine whom the officers and parent representative will be for the next year. The ballot will be comprised from all nominated candidates. *In the event of a tie, the vote will be repeated by secret ballot.*
7. Only Band Boosters that are present at the time of the voting shall be allowed to cast a vote for officers or parent representatives. *Only members present during the first vote may vote on subsequent ballots.*
8. The officers and parent representatives shall serve on the executive committee consisting of four officers or more of Article III, Section I number 1 as listed.

Section II: Duties of the Officers and Parent Representatives

President

1. *The president shall provide an agenda for each meeting and shall conduct all executive and general meetings.*
2. The president shall enforce an observance of the constitution and by-laws of the association.
3. *The president shall be the official spokesperson for the organization, when necessary, with the direction of the Executive Committee.*

Vice-President

1. The vice-president shall perform the duties of the president in the absence of the president.
2. *The vice-president shall solicit volunteers for chaperones and pit crew.*
3. *Public Relations- notifying the newspaper when we have a competition, concert, or special events, excluding contest publicity.*

Secretary

1. The secretary shall record the minutes of each meeting and perform such other duties that pertain to that office.
2. The secretary shall *supply the band office with copies of all minutes in a timely manner.*

Treasurer

1. The treasurer shall collect *band money and submit to the school personnel.*
2. The treasurer shall maintain an account of financial activities of the organization *as required.*
3. *The treasurer shall be responsible for acknowledging and tracking donations received.*
4. *The treasurer shall be responsible for ordering Booster t-shirts and show shirts.*

Parent Representatives

1. Each parent representative will represent and be the “voice” for the class they have been chosen to represent.
2. *The parent representatives shall meet periodically with student class representatives and report at the executive meetings.*
3. The parent representatives will assist the Executive Committee Officers in communication and will be the bridge to help filter information to the Executive Committee Officers.
4. *The parent representatives shall coordinate telephone notification of band and organization activities to the membership.*

Article IV: Committees

**All committee chairs report to the vice president.*

Uniform Committee

The uniform committee shall assist the band director in maintaining the records of student uniform numbers, distribution of uniforms and in the general maintenance and fitting of uniforms.

Food Committee

The food committee shall be responsible for feeding the band during band camp, contests, the Band Banquet, and other events under the direction of the Executive Committee. The food committee shall solicit food donations when possible.

Newsletter

A newsletter will be utilized to facilitate communication within the band. The President and Band Director are responsible for providing essential information to the newsletter editor.

Chaperone/Pit Crew Volunteer Committee

The Chaperone/Pit Crew Committee shall be responsible for soliciting volunteers for chaperoning and pit crew. Volunteers shall be scheduled on a rotational basis insuring that all interested individuals have an opportunity to participate.

Executive Committee

- 1. The Executive Committee shall consist of the elected officers, the parent representatives and the band director. A report of all business transacted at each executive committee meeting shall be made by the president at the following meeting of the general membership.**
- 2. *The Executive Committee shall have supervision over the business of the organization.***
- 3. *The Executive Committee shall recommend ways of raising funds necessary for financing the activities of the booster organization and shall coordinate and implement them upon approval of the membership and school board.***
- 4. *The Executive Committee shall be responsible for making and maintaining a budget for the organization.***
- 5. *The Executive Committee shall appoint all committee chairs.***

Article V: Finance

Section I

Being a non-profit organization, all funds earned by this organization shall be used for operation purposes as outlined in Article II of the constitution.

Section II

All new fund-raising projects must be agreed upon by majority vote of members in attendance at a regular meeting *and the Board of Education*.

Section III

The purchase order policy from the school handbook shall be used. Receipts must be kept for all purchases. Any purchases made without authorization will be considered a donation.

Article VI: Standing Rules

- 1. This association does not have the authority to reach into the content and priorities of the band program.*
- 2. The Band Director may request the resignation of any member of the Executive Committee of the Band Boosters upon majority concurrence of the remaining Executive Committee members. The Band Director's vote will break any tie in the vote among the remaining Executive Committee members. This association does not have the authority to reach into the content and priorities of the band program.*
- 3. All matters pertaining to the activities, events and projects of the band and the band boosters must meet with the approval of the band director and must be in keeping with policy of the school district.**
- 4. The address for this organization shall be:**

**Apollo Band Boosters
2280 Tamarack Rd.
Owensboro, KY 42301**
- 5. Each member shall have an equal right to speak on matters brought before the association.**
- 6. Persons granted the right to speak, will give their name.**
- 7. All records will be kept on file in the band director's office at Apollo High School for the duration of the existence of this organization.**

8. *All items purchased for the band utilizing band funds or donated to the band become the property of the Daviess Co. Board of Education.*

Article VII: Amendments

This document may be amended by recommendation of the executive committee upon majority approval vote *by members present* at a regular business meeting.

Article VIII: Dissolution

Upon dissolution of this association, all remaining funds of the Apollo Band Boosters will be turned over to the Board of Education with no money reverting back to the members of the association.